



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

June 25, 2010

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

DEPARTMENTAL USE OF CREDIT CARDS

In light of recently reported findings by the Auditor-Controller that several employees in one of our County departments had established, and were using, unauthorized credit card accounts to purchase goods from various department stores, I wanted to take this opportunity to reemphasize the County's policy regarding departmental use of credit cards.

Essentially, the County only has authorized two credit card programs for the purchase of goods and/or services, as cited in the County Fiscal Manual, Section 4.4.4:

- The Voyager Fuel Card Program, which is established to provide an additional alternative to County departments to fuel County vehicles at retail gasoline stations if a County fueling site is not geographically or readily accessible; and
- The State CalCard Purchase Card Program, which is established for departments to purchase small dollar goods and/or services in lieu of petty cash, and in support of County operations. In order to participate in this program, departments must have an Internal Control Plan (ICP) previously filed with, and approved by, the Auditor-Controller.

Departments who have any other type of credit cards or credit accounts are hereby directed to immediately cancel all such cards and accounts. Departments are to ensure that there are no other types of credit cards or credit accounts established for any other purpose. The Auditor-Controller will be reviewing departmental use of credit cards for compliance with the departments' ICPs and County procurement policies as part of their audit process.

If you have any questions, please contact me, or you may contact Ellen Sandt, Deputy Chief Executive Officer at (213) 974-1186 or esandt@ceo.lacounty.gov.

WTF:BC:EFS
TT:JJ:JS:ef

c: Each Supervisor

K:Board Memos/062510CreditCards/AC

"To Enrich Lives Through Effective And Caring Service"

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